

PROFESSIONAL TEST

LONG TEST (Must qualify in categories 2, 3, 4, 5, and 6 and one item in category 1)

1. ☒ Primary duty requires knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized instruction and study;

or

- ☒ Performs work which is original and creative in character, in a recognized field of artistic endeavor, requiring invention, imagination or talent of employee; or

- ☒ Imparts knowledge through teaching, tutoring, instructing or lecturing as a recognized or certified teacher; and

2. ☒ Work requires consistent exercise of discretion and judgment in its performance; and

3. ☒ Performs work which is predominantly intellectual and varied and is of a character that the output or result cannot be standardized in terms of time; and

4. ☒ Devotes no more than 20% of weekly hours to work not closely related to the performance of work described in 1 through 3 above; and

5. ☒ Compensated at a rate of not less than \$170 per week; and

6. ☒ Receives a salary which is not reduced for quality or quantity of work.

Safety Mgmt
SKILLS
PERSONAL EXP
EMOTION

CANNON

2 FULL DAY
HALF-DAYS?

OUTSIDE SALESPERSON*

1. Customarily and regularly engaged away from place of business and employed to:

- A. Sell, or
B. Obtain orders or contracts for service or for use of facilities.

2. Does not perform work other than that described above which exceeds 20% of the hours worked in the workweek by non-exempt employees who perform that kind of work.

Note: Work performed incidental to and in conjunction with employee's own outside sales or solicitations will not be regarded as non-exempt work.

No salary test is applied to outside salesperson.

*Referred to as "outside salesman" in the law.

NOTE: The distinction between exempt and non-exempt can be very difficult to discern in certain cases. If you have any doubt consult the U.S. Department of Labor and your attorney.

TRAINING
TEACHING
MENTALING
BSP ORATIVE 2

SHORT TEST

1. Must qualify under the second category and one of the three items in the first category shown above; and

2. Compensated at a rate of \$250 or more per week.

Supervisor

Date

Personnel

Date

APC0155

TESTS FOR EXEMPTION OF EMPLOYEE FROM PROVISIONS OF FAIR LABOR STANDARDS ACT

MILES -
JART -

Name _____ Job Title ADMIN

Department _____ Location _____ Date _____

Basis for exemption: ☐ Executive ☐ Administrative
☐ Professional ☐ Outside Salesperson

EXECUTIVE TEST

LONG TEST (Must qualify in all seven categories listed below)

1. _____ Manages an enterprise or a customarily recognized department or subdivision; and
2. _____ Customarily and regularly directs work of two or more employees; and
- _____ Hires or fires employees, or whose recommendations are given particular weight; and
4. _____ Customarily and regularly exercises discretionary powers; and
5. _____ Devotes no more than 20% of weekly hours to work not closely related to above; and
6. _____ Compensated at a rate of \$155 or more per week; and
7. _____ Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. _____ Must qualify under the first two categories listed above; and
2. _____ Must be compensated at a rate of \$250 or more per week.

ADMINISTRATIVE TEST

LONG TEST (Must qualify in categories 1, 2, 4, 5, and 6 and one item in category 3)

1. _____ Performs office or non-manual work directly related to management policies or general business operations; and
2. _____ Customarily and regularly exercises discretion and independent judgment; and
3. _____ Regularly and directly assists an employee in a bona fide executive or administrative capacity; or
- _____ Performs specialized or technical work requiring special training experience or knowledge under only general supervision; or
- _____ Executes special assignments and tasks under only general supervision; and
4. _____ Devotes no more than 20% of weekly hours to work not directly or closely related to above; and
5. _____ Compensated at a rate of \$155 or more per week; and
6. _____ Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. _____ Must qualify under categories 1 and 2 above; and
2. _____ Compensated at a rate of \$250 or more per week.

PROFESSIONAL TEST

LONG TEST (Must qualify in categories 1, 3, 4, 5, and 6 and one item in category 1)

1. Primary duty requires knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized instruction and study; or
 - Performs work which is original and creative in character, in a recognized field of artistic endeavor, requiring invention, imagination or talent of employee; or
 - Imparts knowledge through teaching, tutoring, instructing or lecturing as a recognized or certified teacher; and
2. Work requires consistent exercise of discretion and judgment in its performance; and
3. Performs work which is predominantly intellectual and varied and is of a character that the output or result cannot be standardized in terms of time; and
4. Devotes no more than 20% of weekly hours to work not closely related to the performance of work described in 1 through 3 above; and
5. Compensated at a rate of not less than \$170 per week; and
6. Receives a salary which is not reduced for quality or quantity of work.

SHORT TEST

1. Must qualify under the second category and one of the three items in the first category shown above; and
2. Compensated at a rate of \$250 or more per week.

OUTSIDE SALESPERSON*

1. Customarily and regularly engaged away from place of business and employed to:
 - A. Sell, or
 - B. Obtain orders or contracts for service or for use of facilities.
2. Does not perform work other than that described above which exceeds 20% of the hours worked in the workweek by non-exempt employees who perform that kind of work.

Note: Work performed incidental to and in conjunction with employee's own outside sales or solicitations will not be regarded as non-exempt work.

No salary test is applied to outside salesperson.

*Referred to as "outside salesman" in the law.

NOTE: The distinction between exempt and non-exempt can be very difficult to discern in certain cases. If you have any doubt consult the U.S. Department of Labor and your attorney.

WRITE UP 2
SOP only 7.

Supervisor

Date

Personnel

Date

APC0157

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12/08/96

EMPLOYEE LIST
JOB 525

Day labels

| EMP # | EMPLOYEE NAME | PAY RATE | CRAFT CLASSIFICATION | SSN |
|---------------|-----------------------|----------|--------------------------------------|-------------|
| 5001 | BARTH, RICHARD W. | 33.00 | MATERIALS SUPERVISOR | 574-32-5179 |
| 5002 | BJORNSTAD, PETER M. | 33.00 | MATERIALS SUPERVISOR | 072-36-8497 |
| 4091 | BRATTAIN, BRUCE G. | 28.50 | MATERIAL COORDINATOR | 390-62-5421 |
| 4523 | CANNON, ROBERT F. | 44.00 | SAFETY SUPERVISOR | 585-04-6582 |
| 5922 | DAY, MICHAEL | 30.00 | SAFETY ENGINEER | 379-35-8235 |
| 4645 | DENBROCK, RAYMOND F. | 34.00 | SAFETY ENGINEER | 540-50-4606 |
| 2061 | DICKERSON, ROBERT D. | 40.00 | ADMINISTRATIVE SUPERVISOR | 562-40-8251 |
| 5923 | JOHNSON, ERNEST R. | 33.00 | SAFETY ENGINEER | 574-26-5657 |
| 2855 | LANG, MARSHALL D. | 34.00 | SAFETY ENGINEER | 456-90-4241 |
| 261 | MATSON, MICHAEL D. | 41.40 | SAFETY SUPERVISOR | 310-64-7218 |
| 625 | MILES, MICHAEL A. | 40.00 | ADMINISTRATIVE SUPERVISOR | 438-29-7183 |
| 4225 | NELSON, MARK C. * | 575.00 | 28.75 OPERATIONS MANAGER | 444-78-8590 |
| 319 | NELSON, RICK L. * | 486.00 | 24.30 PRODUCTION SERVICES SUPERVISOR | 574-12-8847 |
| 5100 | PATTERSON, DARRYL L. | 33.00 | MATERIALS SUPERVISOR | 535-50-6092 |
| 5898 | PATTERSON, MICHAEL P. | 41.40 | SAFETY SUPERVISOR | 544-60-6411 |
| 5791 | PIERSON, RACHAEL M. | 33.00 | SAFETY ENGINEER | 574-46-3433 |
| 4640 | SCHICK, CHARLIE T. | 575.00 | 28.75 OPERATIONS MANAGER | 574-48-7861 |
| 5072 | SNIVELY, ROBERT L. | 33.00 | MATERIALS SUPERVISOR | 568-58-7063 |
| 136 | WHITE, MIKE R. * | 48.60 | PRODUCTION SERVICES SUPERVISOR | 433-23-2752 |
| *** Total *** | | 1004.4 | | 522-96-3238 |

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| NAME | CRAFT | STPAY |
|-------------------------|------------------------------------|-------|
| BAILEY III, MERLE | FIELD ENGINEER | 37.50 |
| BAREFIELD, DERIK W. | MINOR PROJECT FIELD SUPERINTENDENT | 38.50 |
| SPENCER W. | E & I ENGINEER | 37.50 |
| BLANKSHIP, JAMES K. | SAFETY ENGINEER | 31.10 |
| BLANKSHIP, RICHARD, SR | MINOR PROJECT FIELD SUPERINTENDENT | 38.50 |
| BOCK, GARY R. | NS CONSTRUCTION MANAGER | 52.90 |
| BROWN, BOYD Z. | GENERAL SUPERINTENDENT | 38.30 |
| CARTER, JOHN H. | MATERIAL COORDINATOR | 33.00 |
| CIPRA, TED E. | GENERAL SUPERINTENDENT | 45.00 |
| CLENDENNING, WILLIAM K. | PLANNER/SCHEDULER | 35.00 |
| COOKE, RONALD M. | MATERIAL COORDINATOR | 31.00 |
| CRAFTON, SCOTT M. | FIELD ENGINEER | 35.00 |
| D'ARCANGELIS, DONALD | PROJECT CONTROL ENGINEER | 38.70 |
| DELANEY, MICHAEL V. | MATERIAL COORDINATOR | 31.50 |
| DUTTLE, RICHARD G. | GENERAL SUPERINTENDENT | 45.00 |
| EQUIPMENT | | 0.00 |
| FISCH, TIM J. | MATERIALS SUPERVISOR | 37.50 |
| GAINES, HARLTON T. | FIELD ENGINEER | 37.50 |
| GLASSMIRE, CHARLES J. | PROJECT ENGINEER | 45.00 |
| GRACE, STEVEN V. | PROJECT ENGINEER | 44.00 |
| GRANT, JR, KENNETH H. | QA/QC SUPERVISOR | 44.00 |
| GRAVROCK, BILL | PROJECT CONTROL ENGINEER | 40.00 |
| GUZMAN, MARK C. | MATERIALS SUPERVISOR | 37.50 |
| HARRIS, KENT A. | COST ENGINEER | 38.50 |
| HEIMGARTNER, LESLIE P. | E & I ENGINEER | 37.50 |
| HICKS, ROBERT D. | FIELD ENGINEER | 35.00 |
| HUGHES, TERRY L. | MAJOR PROJECT MECH SUPERINTENDENT | 40.00 |
| KIRK, ARCHIE L. | PROJECT ENGINEER | 35.00 |
| RONALD M. | SAFETY ENGINEER | 30.00 |
| KICKERBOCKER, DALE | QA/QC SUPERVISOR | 38.00 |
| KREPEL, MICHAEL S. | PROJECT CONTROL ENGINEER | 40.00 |
| LITTLEFAIR, KENNETH | MAJOR PROJECT MECH SUPERINTENDENT | 40.00 |
| MARECEK, LARRY B. | QA/QC SUPERVISOR | 44.00 |
| MASSIE, DANIEL N. | MATERIAL COORDINATOR | 31.00 |
| MCCOURT, BRAD L. | MATERIAL COORDINATOR | 31.00 |
| NIELSON, JOHN S. | PROJECT ENGINEER | 38.50 |
| NIX, JOHN P. | NS CONSTRUCTION MANAGER | 52.90 |
| NORTH, BLAYDE | MAJOR PROJECT E&I SUPERINTENDENT | 40.00 |
| OWENS, JOHN B. | MATERIAL COORDINATOR | 33.00 |
| PEARSON, JAMES E. | FIELD ENGINEER | 35.00 |
| RALSTON, THOMAS K. | MATERIAL COORDINATOR | 31.00 |
| REMSSEN, KEVIN J. | MATERIAL COORDINATOR | 31.00 |
| RINEHART, BRUCE I. | GENERAL SUPERINTENDENT | 38.30 |
| STEELE, MATTHEW J. | PLANNER/SCHEDULER | 35.00 |
| THURBEE, THOMAS F. | MAJOR PROJ ENGINEER | 38.50 |
| TRUMBLE, JAMES D. | MAJOR PROJECT MECH SUPERINTENDENT | 40.00 |
| VONCANNON, JAMES C. | MAJOR PROJECT E&I SUPERINTENDENT | 37.50 |
| ZUBER, RONALD E. | SAFETY ENGINEER | 33.00 |

DAILY RATES

| EMPNO | NAME | CRAFTCODE | RATE | DESCRIPTION | JOB | DEPT |
|-----------------|-------------------------------|------------------|---------------------|------------------------------|----------------|----------------|
| 378 | KING, PHILLIP K | 17506 | \$ 26.45 | SUPERINTENDENT | 625 | EQP |
| 4996 | MAZZOLA, JANET C | 00919 | \$ 34.00 | COST ANALYST | 625 | EQP |
| 5000 | TUCKER, DENISE M | 00917 | \$ 31.50 | COST ANALYST | 625 | EQP |
| 114 | BURGETT, LOWELL S | 17512 | \$ 24.30 | SUPERVISOR | 625 | EQP |
| 1068 | HOLLAND, PATRICK J | 01111 | \$ 22.14 | NB DEADHORSE SUPV | 627 | ADH |
| 722 | COX, RICHARD G | 01111 | \$ 22.14 | NB DEADHORSE SUPV | 627 | ADH |